



**MONTANA  
DEPARTMENT OF  
ADMINISTRATION**

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**Director's Office**

Steve Bullock, Governor

John Lewis, Director

DATE: 04/14/2020

TO: SUE CLARK, Deputy Division Administrator, DNRC - Forestry Division

PATRICIA GREIBERIS, Chief Financial Officer, DNRC – Financial Services Office

FROM: RYAN MCCCHESNEY, Accountant, Department of Administration – Director's Office  
OFB

SUBJECT: NO RECEIPT FIREFEIGHTER MEAL AUTHORIZATION REIMBURSEMENT  
DURING COVID-19 PANDEMIC

Currently, the Department of Administration authorizes the Department of Natural Resources and Conservation (DNRC) to reimburse firefighters the actual cost of meals up to specified limits when firefighters provide an itemized receipt. When the actual cost of meals exceeds the maximum standard allowed, firefighters are permitted reimbursements at actual cost above the state rates to account for national caloric intake standards for wildland firefighters.

Due to the Covid-19 pandemic and the safety concerns it poses for DNRC firefighters, the Department of Administration now authorizes firefighters employed by DNRC, who are directly involved in the suppression of a wildfire in Montana, to claim meal reimbursement **without the need of an itemized meal receipt**. The Centers for Disease Control and Prevention (CDC) has published that it may be possible for a person to contract Covid-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or eyes, and recommends minimizing handling cash and credit cards where possible. We interpret this risk to apply to physical receipts; thus, this memo suspends the itemized receipt criteria for firefighters until **December 31, 2020**.

The rates remain unchanged from the 8/16/2013 memo from DNRC Forestry. This is \$10 for morning meal, \$11 for midday meal, and \$15 for evening meal.